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15 MAY 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with the Executive Director-Controller on 13 May 1970

1. Present were Messrs. Duckett, Karamessines, Bannerman, Proctor, Houston, Stewart, and the undersigned.

2. Inter-Directorate Rotation. Each of the Directorates saw in the list of nominees one or more individuals from other Directorates who might well be placed for a tour of duty. The Executive Director felt an excellent start had been made on the program and directed the Director of Personnel to develop, with the respective Directorates and employees, plans for rotation of two per Directorate--to be firmed up within 30 days.

25X1 3. [] All present were favorably impressed with the one-day briefing. Mr. Karamessines offered some suggestions for strengthening the program; regarding types of individuals who should be briefed; and for revision [] Written evaluations of the program will be given to the Deputy Director for Support for action or for forwarding to the Office of Training.

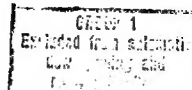
25X1A 4. Training Selection Board on Academic Training. The Executive Director ~~sketched some of the background concerning our approval of academic training, such as propriety and self-initiated proposals.~~ He also remarked on the importance of Agency representation even when the training was purely academic in nature. After some review of the errors of the past, it was agreed to accept the proposal with the understanding that the Deputies personally, or their Assistant Deputies, would approve all such requests.

5. The Executive Director noted that shortly we will again be bringing on board 400 to 500 summer-only employees and noted that in last year's exit-interview reports there were some soft spots in the handling of summer-only employees. The Director of Personnel will give the Deputies clues where these soft spots are in order that corrective action can be taken.

6. The Executive Director reviewed the current ceiling/strength figures for the respective Directorates.

7. The Executive Director distributed a compilation of the responses from the respective Directorates on the participation of younger officers in Agency boards and panels. In response to Mr. Karamessines' question on

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the definition of younger officer, it was agreed that we probably meant under 45 or possibly even under 40. Mr. Proctor pointed out that a consideration was that the officer was not already a member of some such body by reason of his organizational position. Mr. Stewart suggested that the Directorate internally publish these lists as a way of encouraging individuals to express an interest in taking part in board or panel work.

8. Mr. Baerenzon reviewed the matter of finding other operators to take over from GSI the Agency's cafeterias. It was agreed to withdraw our request from GSA and GSI for now, but would make it very clear in so doing that, while things seemed to be improving, any degradation in the quality of service would force our reopening the issue. It was agreed that self-bussing would be initiated in the main cafeteria to be followed, when feasible, by a procedure known as totalizing.

9. The Executive Director requested comments on a real estate proposal under consideration by the Deputy Director for Support. The proposed action brought no objections.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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OD/Pers/RSWattles:mtw (15 May 70)

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